

# **Charter & By-Laws**

of the

## **VISION 2000 Steering Group HST Operations and Ground Systems Project**

**Approved:** \_\_\_\_\_  
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**Flight Projects Directorate**

**Approved:** \_\_\_\_\_  
**Dorothy C. Perkins, Chief, Mission Operations and Systems Development**  
**Division**  
**Mission Operations and Data Systems Directorate**

**Concurred:** \_\_\_\_\_  
**Dr. John H. Campbell, Associate Director for HST**  
**Flight Projects Directorate**

**March 1, 1996**

## **CHARTER**

### **The Steering Group shall foster implementation of VISION 2000 by:**

- Advocating its principles among top level managers within industry and NASA
- Ensuring that adequate resources are made available to accomplish VISION 2000 goals and schedule
- Promoting changes to operations and management philosophy which generate a "VISION 2000 friendly" environment
- Supporting new, expeditious development methodologies
- Confirming that the continued reliability and safety of HST are not compromised by VISION 2000 activities.

## **BY-LAWS**

I. The Steering Group shall be chaired by the O&GS Project Manager, or, in her absence, the Deputy Project Manager.

II. Standing members shall include the HST O&GS Project Manager or Deputy Project Manager; the Chief of the Mission Operations & Systems Development Division, Mission Operations & Data Systems Directorate; the Deputy Project Manager of the HST Flight Systems & Servicing Project; management representatives from the three principle mission contracts (MOSES, ST Science Institute, and HSTOMS); and a non-voting Executive Secretary.

III. All Steering Group meetings will be conducted according to the publicized agenda.

IV. The role of the Executive Secretary is to manage all documentation, notify members of meeting agenda, maintain the action list, publicize meeting results and facilitate at Steering Group meetings.

V. Meetings will be conducted only as needed. Any standing member may request convening the Steering Group; agenda topics must be publicized to Steering Group members prior the requested meeting.

VI. Participation at a Steering Group meeting may include, by request of a Steering Group member, experts or spokespersons for technical or contractual matters.

VII. The Steering Group may, as needed, form limited tenure subcommittees or working groups to perform specific studies, analyses or supporting tasks. Members of such subcommittees may be drawn from outside the Steering Group membership.